



## City of Torrance - Community Services Department

### Picnic Area Policy



#### Picnic Area Rental

Picnic area reservations are offered at the following parks:

Columbia Park	4045 190 <sup>th</sup> Street, Torrance, CA 90504
El Nido Park	18301 Kingsdale Avenue, Redondo Beach, CA 90277
El Retiro Park	126 Vista Del Parque, Redondo Beach, CA 90278
Hickory Park	2850 232nd Street, Torrance, CA 90503
Lago Seco Park	3920 235th Street, Torrance, CA 90505
McMaster Park	3624 Artesia Boulevard, Torrance, CA 90504
Paradise Park	5006 Lee Street, Torrance, CA 90503
Torrance Park	2001 Santa Fe Avenue, Torrance, CA 90501
Victor Park	4727 Emerald Street, Torrance, CA 90503
Walteria Park	3855 242 <sup>nd</sup> Street, Torrance, CA 90505
Wilson Park	2200 Crenshaw Boulevard, Torrance, CA 90501

A picnic reservation is required for groups exceeding 25 people and for groups having a bouncer (regardless of group size). Torrance residents, groups and organizations may make picnic reservations nine (9) months in advance. Non-resident individuals, groups and organizations may make reservations two (2) months in advance. All applications must be received by 9am the Monday before the weekend of the event (or 5 business days in advance). Online reservations may be made a maximum of two (2) months in advance regardless of residency.

Picnic reservations are for the whole day during park hours: 6am – 10pm. Barbecue grills are nearby all picnic areas and are available on a first come-first served basis. A picnic reservation is for picnic tables only. If you are interested in booking a Park Building and a Picnic Area together, please complete the Park Building Application only.

#### Making a Reservation

Booking priority is given in the following order:

1. Online Booking Site: <https://www.TorranceCA.Gov/FacilityBooking>. A convenience fee applies for online credit card processing.
2. Walk-In: City Hall, West Annex Building, 3031 Torrance Blvd. Torrance, CA 90503.
3. E-Mail & Fax: Forms can be found at <https://www.TorranceCA.Gov/services/parks/picnic-areas>.
4. Mail: City of Torrance, Attn. Facility Booking Office, 3031 Torrance Blvd., Torrance, CA 90503.

#### Booking Policies

Proof of residency is required by Torrance residents to get a discount. The items we can accept are: driver's license, utility bill, car registration or car insurance.

The applicant, payer and proof of residency must all reflect the same name. We cannot accept a check or credit card from anyone besides the applicant.

All applicants must complete the Credit Card Authorization Form and sign the Damages, Overage and Improperly Incurred Expenses Agreement. Under normal circumstances, your card will never be charged. In the event of damage, overage or improperly incurred expense, the customer will be notified in advance if their credit card will be charged and will be provided with a detailed statement. Customers that do not possess a credit card will need to pay a refundable deposit by cash or check (\$100 small groups/ \$250 large groups). Please allow 6-8 weeks for the deposit to be returned by check.

Groups reserving for over 100 people are required to show proof of general liability coverage of one million dollars that names the City as additionally insured. This insurance may be purchased at the time of reservation.

#### Picnic Fees and Area Assignment

Picnic pricing is based on group size. Please see the Picnic Price sheet for fees including add-ons. A suitable picnic area will be assigned to you based on your group size. If you are requesting a picnic area that has a larger capacity than your group size, you will need to pay for a larger group.

Please see the Picnic Area Maps webpage: <https://www.TorranceCa.Gov/services/parks/park-area-maps> for picnic table configurations at each of the reservable parks. If you are requesting a specific area, you must include the Booking Code on your application. The Booking Code can be found on the Picnic Area Map.

#### Bouncer Policy

Bouncers are permitted at these reservable parks. All groups having bouncers, regardless of group size, are required to make picnic reservations and obtain a bouncer permit. Bouncers are only allowed in designated areas next to picnic tables. Certain parks require generators while others have electricity (with permit). Please see our Bouncer Guidelines for all rules and a list of approved bouncer companies.

#### Amplified Sound Policy

Amplified sound is allowed with a reservation of a reservable stage area. There are two reservable stage areas in Torrance: the Bandshell at Torrance Park and the Amphitheater at Wilson Park. A stage area may only be rented in conjunction with a picnic area. After the picnic & stage fees are paid to Facility Booking, you will be given permission to obtain an amplified sound permit through the One-Stop Permit Center in the East Annex of City Hall. The amplified sound permit is a separate fee; please obtain this permit at least two (2) weeks prior to your event.

#### General Policies

All parks shall be open to the public between the hours of 6:00 A.M. and 10:00 P.M. No person shall enter or remain in any park between the hours of 10:00 P.M. and 6:00 A.M., except when engaged in an activity scheduled or permitted by the City (TMC 49.2.1).

No alcoholic beverages of any type are allowed on City parks or fields, or in any park facility (TMC 49.2.6). Smoking is prohibited at ALL city parks (Municipal Code Section 49.2.11).

Ponies/ petting zoos are prohibited at ALL city parks (Municipal code Section 49.2.7) and all dogs must remain on leash (Municipal Code Section 41.1.5).

The Facility Booking Cancellation Policy (including rain-out policy) can be found online: <https://www.TorranceCA.Gov/services/parks/picnic-areas>.